

*CLASS SPECIFICATION FOR*  
**Engineering Aide II**

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**GENERAL STATEMENT OF DUTIES:** Performs limited technical and skilled work of a sub-professional engineering nature in the field and/or office; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for the skilled use of surveying instruments and engineering-related equipment. Routine work is performed under general supervision, while unusual or difficult tasks are performed under direct supervision. This class may perform simple drafting or computing work, conduct routine sub-professional engineering or traffic engineering studies or assist in inspection of engineering projects, use of TV van and equipment, or performing slip-lining work.

**EXAMPLES OF WORK** (illustrative only):

- Runs lines and grades;
- Measures areas;
- Reduces and plots field notes;
- Secures all necessary information from property owners or office records and computes areas and draws maps, plans, and sketches;
- Makes sketches and working drawings of highway intersections;
- Installs and operates simple data collection devices such as traffic counters;
- Conducts less complex traffic engineering studies including traffic volume counts and delay studies;
- Compiles and tabulates various traffic data obtained from field studies;
- Utilizes the personal computer for data input and retrieval;
- Assists with the completion of various inventories;
- Assists with the maintenance of street and intersection files;
- Computes distances and areas of parcels of land on section sheets;
- Occasionally performs the duties of a lower-level class on a survey party;
- Assists in preparation and maintenance of various maps, drawings, and charts;
- Operates a TV van and all equipment to check condition of new and old sewer lines;
- Works with the slip-lining crew replacing old sewage pipes;
- Operates fusing machines, rodding machine, winch truck, backhoes, TV camera and van, and drafting equipment;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of mathematics, including trigonometry; some knowledge of engineering practices; ability to understand and follow oral and written directions; ability to do precise survey work and to make the less difficult field and office engineering computations; ability to read and interpret engineering plans and specifications; skill in the use of surveying instruments; physical condition that permits working out of doors and under adverse temperatures and/or weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school and one (1) year of survey party, construction, or related work experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Some positions may require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.

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<p>This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of <u>all</u> positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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